

OLRS Communication

- What?** 2012 Fall Enhancement Release
- Who?** OLRs Professional Users
- Why?** Enhancements to Insight Enterprise Functionality
- When?** Effective October 27, 2012

Message: On Saturday, October 27 enhancements are scheduled to be released within OLRs Insight.

PDF Application Printing Improvements

The PDF application printing process has been improved to automatically include the resume text portion of the application when printing applications with attachments.

Additionally, performance improvements have been made to the PDF printing process. As part of this process, you will now be able to view the number of PDF jobs in the queue to be processed as well as an estimate of when your batch PDF report will be completed.

Navigation: CandidateTrack > Active OR CandidateTrack > Closed

Revert to Previous Step Improvements

This improvement helps protect users from the common mistake of selecting 'Revert to Previous' step when they do not intend to do so. When a user chooses the 'Revert to Previous Step' action in an evaluation step (either on the exam plan in Insight or in the OHC Evaluation Steps), after they click 'Go', a dialogue box is displayed that says the following:

'This action will remove any applicant scores or test schedules in this evaluation step. Click 'OK' to continue or 'Cancel' to leave applicants in this step and retain their data.'

When applicants are reverted to a previous step within an exam plan, any scores and scheduled test dates will continue to be removed from the step. However, with this enhancement the system will retain notices that have been generated in the step so that an audit history of correspondence to applicants is maintained. These notices can be viewed from the Master Profile. When viewing the notice history of an applicant, if the candidate was reverted to the previous step where a notice was generated, the step name will be grayed out on the notices list.

*Navigation: CandidateTrack > Exam Plan > view exam plan >
View Applicants by Step > action: Revert to Previous Step*

Released September 29:

Insight Referral List Improvements

The display of the listing of Referred Lists in Insight now shows one line per requisition, rather than one line per requisition and job posting. This means that if you have referred candidates from multiple exam plans to a single requisition, you will now have one consolidated list in Insight of the candidates referred to the requisition rather than several rows of lists to view, where the candidates are split out into separate lists based on the exam plan from which they were referred. The primary benefit of this is that the list of candidates displayed on the Referred List in Insight will now always be the same list of candidates that are viewed on the Referred List in the OHC.

Navigation: List > Referred

Navigation: List > Referred

one row per requisition

multiple exam plans can be associated with a requisition

Req #	Req Title	Exam #	Position ID	List	Last Referred	Department	Division	Hiring Mgr	Action
00040	0411 test email	28 1847 20090		View	10/30/10	Information Techno...	Compensation-CA NEW	Hamilton, B Tortella, J	Archive Edit
00045	0411 test email	28 20000 20077_00010		View	06/02/09	Information Techno...		Alvarez, C Hamilton, B	Archive Edit
00053	07CH DOGGER #	4580 0400 Diaper 0400 Diaper-11 0400 Diaper-16		View	07/01/10	Information Techno...		Papneau, T	Archive Edit
00072	Car Washer	00072		View	09/15/11	Information Techno...	Compensation-CA NEW	Creech, N	Archive Edit
00078	Pulse Record	00078		View	10/20/10	Public Safety depart...		Hanna, J	Archive Edit
00080	Administrative Assistant I	00080		View	08/02/11	General Public Admin...	Advanced - CA	Onchestrine, O	Archive Edit
00122	Administrative Secretary	00122		View	06/07/08	Information Techno...		Young, Y	Archive Edit
00139	Admin Assistant II	00147		View	08/02/11	Information Techno...		Barnes, J Bennett, D Davidovic, D	Archive Edit
1000029	Search Center	88888888		View	10/30/10	Information Techno...		Shelley, S	Archive Edit
1000030	HR Program Coordinator	View Exam 1000030		View	04/23/12	Test Department O	Test Division - CA	Williams, S	Archive Edit
1000034	Administrative Secretary	1000034		View	06/03/11	Information Techno...	Recruitment & Select...	Manager, M	Archive Edit
2003-00003	Account Manager (Test Job DO NOT APPLY)	00145 20077_00003		View	06/29/11	Information Techno...		Cline, M	Archive Edit
2007-00029	Administrative Secretary	19779		View	04/21/12	Information Techno...		Fikes, L Guirones, A	Archive Edit
2007-00056	ADMINISTRATIVE MANAGER I	00066		View	04/23/12	Public Safety depart...		Cline, B Creech, N	Archive Edit
2007-00101	Administrative Secretary	0917086a 12045		View	03/19/10	Information Techno...	Compensation-CA NEW	Papneau, T Shelley, S	Archive Edit
2007-00102	Correctional Officer	2897		View	09/14/11	Information Techno...		Ro, E Young, Y	Archive Edit
2008-00078	Staff Assistant I	00147 00149 3334		View	07/23/12	Public Safety depart...		Wingmanager, Y Young, Y	Archive Edit

Requisition # 00080

Requisition Title Administrative Assistant I

Working Title Administrative Assistant I

Department General Public Administration

Division Advanced - CA

Positions

Comments:

Add Comment

Job Type

Vacancies

HR Analyst Creel, Nina

HR Analyst Phone

HR Liaison Hamilton, Britney

HR Liaison Phone 310-426-6304

one single list per requisition that shows candidates who originated from more than one exam plan -- this matches the same set of candidates that will be shown in the OHC

Navigation: List > Referred > view list

Note that the job information is no longer listed as part of the header information on the Referred Candidates page since a requisition can be associated with multiple exam plans.

Advanced Filtering to Merged Eligible Lists

Merged eligible lists have been modified to allow for the same advanced filtering capabilities that exist on standard eligible lists. This means you now have the ability to create and save filters that can include complex “and/or” logic. Additionally, you now have the ability to filter on supplemental questions in merged eligible lists where lists are being merged from more than one exam plan. This allows you to select applicants with a particular response to a supplemental question in one exam plan and applicants with a particular response to a supplemental question in another exam plan.

Navigation: List > Eligible List > view a merged list > Action: Advanced Filter

[Back to Filters](#)

Name:
Share Filter: ☐

Supplemental Questions
☐

Add Group

Delete	Object	Field	Operator	Value
<input type="checkbox"/>	Add Condition			
<input type="checkbox"/>	Supplemental Questions	00127 - Experience using Micro	Equal (=)	A
<input type="checkbox"/>	OR	Supplemental Questions	1234 Animal Control - how man	Equal (=)
<input type="checkbox"/>	OR	Supplemental Questions	1947 - Can you lift over 100 pou	Equal (=)
<input type="checkbox"/>	OR	Supplemental Questions	Select One	

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00127 - Experience using Microsoft word processors...
00145 - Do you have your building inspection class...
00145 - Test question 2
00147 - Can you lift over 50 pounds?
00147 - Tell us about yourself.
1234 Animal Control - Check all the equipment you...
1234 Animal Control - describe your exp - test for...
1234 Animal Control - Do you have exp in maintrep...
1234 Animal Control - Exp using hand tools
1234 Animal Control - how many years maint exp?
1234 Animal Control - If former city ee, term date
12345 - do you drive a car?
12345 - do you speak another language
1947 - Can you lift over 100 pounds?
1947 - Can you lift over 100 pounds?
1947 - Copy OF (Test question 2)
1947 - Diane O's problem definition

Merged List Name **1040n merge list**
Merged List Type **Other**
Duplicate Filtering Method **Application Date (most recent)**
Merged List Status **Active**

[View Exam Plans](#)
[Show Evaluation Steps](#)
[Show Ranks Incrementally](#)
[Show Referrals](#)

Sort By: Total Rank ASC
Then By: Name ASC

14 records found.
Page 1 of 1

14 active candidates on list.

Name	Exam Score	Total Score	Exam Rank	Total Rank	Days Svc	Master Profile	Expires	Date Received	Date Eligible	Hire Date	Email Notify	Status	Comments	dis vet	Notices	Total # Higher Rank	vet status
<input type="checkbox"/> Hilly, Bailey	95.60	95.60	1	1		View		02/22/10	02/25/10		●	Active	Add			0	
<input type="checkbox"/> Smith, John	95.00	95.00	2	2		View		02/22/10	02/22/10		●	Active	Add			1	
<input type="checkbox"/> Cat, Kitty	94.60	94.60	3	3		View		02/22/10	02/25/10		●	Active	Add			2	
<input type="checkbox"/> Hilly, Joanne	84.00	89.00	5	4		View		02/22/10	02/25/10		●	Active	Add			3	
<input type="checkbox"/> Applicant, Joe	85.80	85.80	4	5		View		02/22/10	02/25/10		●	Active	Add			4	
<input type="checkbox"/> Dog, Snoopy	82.80	82.80	6	6		View		02/22/10	02/25/10		●	Active	Add			5	
<input type="checkbox"/> Jones, Sally	81.00	81.00	7	7		View		02/22/10	02/25/10		●	Active	Add			6	
<input type="checkbox"/> Phone, Cell	81.00	81.00	7	7		View		02/22/10	02/25/10		●	Active	Add			6	
<input type="checkbox"/> Rain, Purple	81.00	81.00	7	7		View		02/22/10	02/25/10		●	Active	Add			6	
<input type="checkbox"/> Ward, Willie	75.80	75.80	8	8		View		02/22/10	02/25/10		●	Active	Add			9	
<input type="checkbox"/> Great, Ben	73.00	73.00	9	9		View		02/22/10	02/25/10		●	Active	Add			10	
<input type="checkbox"/> Anderson, Melissa	0.00	0.00	10	10		View		08/04/09	08/04/09		●	Active	Add			11	
<input type="checkbox"/> Eguesonwu, Sharon I	0.00	0.00	10	10		View		08/04/09	08/04/09		●	Active	Add			11	
<input type="checkbox"/> Oliver, Douglas	0.00	0.00	10	10		View		08/04/09	08/04/09		●	Active	Add			11	

Select Action

Select Candidate(s)

Additional Information: Submit a request to the DES HR Service Center (servicecenter@dop.wa.gov) to inactivate Insight users when staff not longer needs access to the system. Your agency OHC Liaison can inactivate OHC access. It is important to maintain the security of the system by inactivating those staff members who leave the position where system access was needed in a timely manner.

Questions? Contact:

Service Center: (360) 664-6400

Email Contact: servicecenter@dop.wa.gov

Want to review past communications? Visit [OLRS Notices](#) on the HR website.